1. INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

1.1.1 This Request for Bid (RFB) seeks bids from qualified organizations to provide vehicle/equipment disposal duties to the St. Louis district of the Missouri Highways and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT). Bidders will have a business address within the greater St Louis metropolitan area. The effective contract period will be July 5, 2011 through October 31, 2012. Each bid must be in a sealed envelope, be mailed or delivered by courier to the RFB Coordinator at the below listed address, on or before the date and time listed herein for receipt of bids/proposals. All questions regarding the RFB shall be submitted to the RFB Coordinator. Bids must be returned to the office of the RFB Coordinator no later than 2:00 p.m., CDT, June 30, 2011.

RFB COORDINATOR:

Warren Blanchard, Senior Specialist Missouri Department of Transportation, General Services 830 MoDOT Drive Jefferson City, MO 65109

PHONE: 573-526-2529

1.2 General Information:

- 1.2.1 This document constitutes an invitation for competitive, sealed bids for the procurement of vehicle/equipment disposal duties as set forth herein.
- 1.2.2 Organization: This RFB is divided into the following parts:
 - 1) Introduction and General Information
 - 2) Scope of Work
 - 3) Bid Submission
 - 4) Pricing Page(s)
 - 5) Vendor Information and Preference Certification Form
 - 6) Notice Of Cooperative Purchasing
 - 7) Anti-Collusion Statement
 - 8) Annual Worker Eligibility Verification Affidavit
 - 9) Terms and Conditions

2. SCOPE OF WORK

2.1 General Requirements:

- 2.1.1 The contractor shall provide vehicles/equipment disposal duties on an as needed, if needed basis for the St Louis district, for the MHTC and MoDOT, in accordance with the provisions and requirements stated herein.
- 2.1.2 The contractor shall provide all deliverables/services to the sole satisfaction of MoDOT.
- 2.1.3 MoDOT reserves the right to obtain "like or similar" products as specified herein from other manufacturers, exclusive of the contract, when use of such products is deemed in the best interest of MoDOT.
- 2.1.4 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables/services required herein.
- 2.1.6 MoDOT reserves the right to reject any or all bids, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid, unit prices will govern.
- 2.1.7 This work is to be performed under the general supervision and direction of MoDOT and, if awarded any portion of the work, the Contractor agrees to furnish at his own expense all labor and equipment required to complete the work, it being expressly understood that this solicitation is for completed work based upon the price(s) specified and is not a solicitation for rental of equipment or employment of labor by MoDOT, and MoDOT is to have no direction or control over the employees used by the Contractor in performance of the work.

2.2 Specific Requirements:

- 2.2.1 Internet Disposal Vehicles/equipment to remain on MoDOT property until sold.
- 2.2.2 Bidder is to advertise vehicles/equipment being offered for sale (all MoDOT surplus vehicles/equipment must be offered to the public; they cannot be sold on private auction sites).
- 2.2.3 All internet disposal sales of vehicles/equipment are deemed to be "as is/where is".
- 2.2.4 The bidder shall provide the following information electronically, via Microsoft Excel spreadsheet, within three (3) business days from date of sale. This spreadsheet shall be submitted to the following:

Aaron.Utrecht@modot.mo.gov and Stephen.Dickneite@modot.mo.gov

MoDOT#

Make, Model, and Model Year

Vehicle Identification Number (VIN#)

Gross Sale Price (includes all fees, buyer premiums, etc...)

Net Price (funds MoDOT will receive after all fees are deducted)

Buyer Name

Buyer Address

Buyer Telephone #

Buyer Email address

Date Sold

Copy of the Bill of Sale (if applicable)

2.2.5 Bidder shall submit payment to MoDOT (deducting all applicable fees prior) and include a copy of the surplus sale information identified above along with the payment prior to MoDOT releasing possession of the vehicle/equipment to Buyer or Buyer's Representative, as provided for herein.

- 2.2.6 The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the vehicles/equipment. Under no circumstances will the Missouri Department of Transportation assume responsibility for packing, loading or shipping. Vehicles/equipment may be removed between the hours of **9:00a.m.** and **2:00p.m.**, **Monday through Friday**, excluding legal, federal and Missouri state holidays.
- 2.2.7 Before releasing a unit to the Buyer or authorized representative, MoDOT will require the following:
 Proof of Identification
 Proof of Purchase (copy of receipt or Bill of Sale)
- 2.2.8 It is the bidder's responsibility to ensure all MoDOT requirements are communicated to and complied by the Buyer or the Buyer's authorized representative.
- 2.2.9 If a Buyer's representative arrives to pick up the vehicle/equipment, he/she must provide the following before the item will be released:

Proof of Identification

Proof of Purchase (copy of receipt or Bill of Sale)

Proof of Authority of Representation from the Buyer in a form acceptable to MoDOT. Any such authority shall specifically describe the exact vehicle/equipment that is being released. (Vin#, make, model, etc..) This authorization must be notarized.

MoDOT representative will sign the Certificate of Title (if applicable) and fill in the sale information and odometer reading upon the release of the vehicle/equipment.

2.3 Auction Facility Disposal

(i.e. vehicles/equipment are removed from MoDOT property and delivered to the bidder's place of business to be sold during a live auction)

- 2.3.0 The bidder shall receive the following from MoDOT:
 - a. Unit Condition Report providing mechanical and appearance condition (if not provided by bidder)
 - b. Reserve Price (if applicable)
 - c. Date vehicles/equipment will be available for sale
- 2.3.1 MoDOT and the bidder shall make arrangements to deliver the vehicles/equipment to the Dealer Site. MoDOT reserves the right, in its sole discretion, to direct the bidder to pick up vehicles/equipment from a MoDOT facility for transport to the auction facility site. If MoDOT exercises this right, the bidder shall comply with all the terms and conditions governing the transportation of the vehicles/equipment to the auction site at as specified by MoDOT to the bidder at the time the transportation arrangement are made between MoDOT and the bidder.
- 2.3.2 Bidder is to advertise vehicles/equipment items being offered for sale. All MoDOT vehicles/equipment surplus items must be offered to the public; they cannot be sold on private auction sites.
- 2.3.3 Signing of titles of vehicles/equipment, when applicable, will be the responsibility of MoDOT. MoDOT, in its sole discretion, reserves the right to delegate this responsibility to the bidder upon the bidder's agreement as such agreement shall be documented in writing in delegation documents prepared by MoDOT and provided to the bidder. If the responsibility to sign the title is assigned by MoDOT to the bidder, the bidder shall not sign title and shall not release possession of the vehicle/equipment to the buyer until the bidder has completed the transfer of funds on the payment method used by the buyer and has collected available funds on such payment.

2.3.4 The bidder shall provide the following information electronically, via Microsoft Excel spreadsheet, within three (3) business days from date of sale. This spreadsheet shall be submitted to the following:

Aaron.Utrecht@modot.mo.gov and Stephen.Dickneite@modot.mo.gov

MoDOT#

Make, Model, and Model Year

Gross Sale Price (includes all fees, buyer premiums, etc...)

Net Price (funds MoDOT will receive after all fees are deducted)

Buyer Name

Buyer Address

Buyer Telephone #

Buyer Email address

Date Sold

Copy of the Bill of Sale (if applicable)

- 2.3.5 Bidder shall submit payment due to MoDOT (sales proceeds less all applicable fees) and include a copy of the information above along with the payment. Payment shall be made to MoDOT no more than 15 calendar days after bidder collects the funds from the buyer's payment method.
- 2.3.6 The length of time MoDOT vehicles/equipment remain at a bidder's auction facility is to be negotiated on a case-by-case basis between MoDOT and the bidder.

2.4 Other Contractual Requirements:

- 2.4.1 Contract Period The contract shall commence from the date of award until October 31, 2012 with up to three (3) one-year renewal option periods. If the option for renewal is exercised by MoDOT, the bidder shall agree to all terms and conditions of the RFB and all subsequent amendments. Renewal options are at the sole discretion of MoDOT.
- 2.4.2 Escalation Clause In the event the bidder requests a price increase during the contract period (original contract period or contract renewal period), the bidder must provide a written request and documentation justifying the need for a price increase, and the amount of such price increase. MoDOT will review the bidder's written request and documentation, and decide if a price increase is to be granted at that particular time. The bidder shall understand and agree that MoDOT's decision shall be final and without recourse.
 - a. No price increase shall be granted during the first 3 months of the original contract period, or if applicable, first 3 months of a contract period for a renewal.
- 2.5.2 **Non-employment of Unauthorized Aliens:** Pursuant to Section 285.530, RSMo., no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of any contract or grant in excess of five thousand dollars by the State or by any political subdivision of the State to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall:

- 1. By sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. E-Verify is an example of a federal work authorization program. The business entity must affirm its enrollment and participation in the E-Verify federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by providing acceptable enrollment and participation documentation consisting of **completed** copy of the E-Verify Memorandum of Understanding (MOU). For business entities that are not already enrolled and participating in a federal work authorization program,

 E-Verify

 is

 available

 at http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm.
- 2. By sworn affidavit, affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. A copy of the affidavit referenced herein is provided within this document, attached as Exhibit G.
- (L) Proof of Lawful Presence For Sole Proprietorships and Partnerships: If the business entity is a sole proprietorship or partnership, pursuant to Section 208.009, RSMo., each sole proprietor and each general partner shall provide affirmative proof of lawful presence in the United States. Such sole proprietorship or partnership is eligible for temporary public benefits upon submission by each sole proprietor and general partner of a sworn affidavit of his/her lawful presence on the United States until such lawful presence is affirmatively determined, or as otherwise provided by Section 208.009, RSMo. A copy of the affidavit reference herein is provided within this document, attached as Exhibit H.

BID SUBMISSION

3.1 Bid Submission Information:

- 3.1.1 All bids must be received in a sealed envelope clearly marked "3-110630WB Equipment Disposal St Louis".
 - a. Product information, brochures, etc. should be sent electronically to the MoDOT buyer's e-mail address provided on page 1 of this document.
- 3.1.2 All bids must be received at the following address no later than June 30, 2011at 2:00 p.m., CST.

Missouri Department of Transportation Fleet Division Attn: Warren Blanchard 830 MoDOT Drive Jefferson City, MO 65109

- 3.1.3 The bidder may withdraw, modify or correct his bid after it has been deposited with MoDOT provided such request is submitted in writing and received at the location designated for the bid opening prior to the time specified for opening bids. Such a request received as specified will be attached to the bid and the bid will be considered to have been modified accordingly. No bid may be modified after the time specified for the opening of bids.
- 3.1.4 Open Competition / Request For Bid Document:
 - a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise MoDOT if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from MoDOT, unless the RFB specifically refers the bidder to another contact. Such communication should be received at least three (3) working days prior to the official bid opening date.
 - b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the RFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the RFB, any questions received less than three (3) working days prior to the RFB opening date may not be answered.
 - c. Bidders are cautioned that the only official position of the MoDOT is that which is issued by MoDOT in the RFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
 - d. MoDOT monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- 3.1.5 Contract Award This is a <u>Multiple Award bid</u> and contracts will be awarded to the bidders that meet the requirements from section 2.1 through paragraph 3.1.6 of this document (Pages 2-5).
- 3.1.6 <u>NOTE</u>: The bidder must be in compliance with the laws regarding conducting business in MoDOT and as indicated in the Terms and Conditions. Within ten (10) business days of notification, the bidder will need to provide a copy of his/her Missouri Secretary of State's "Certificate of Good Standing" prior to the issuance of any contract or initial purchase order by MoDOT.

PRICING PAGE

Item #1 Vehicles/Equipment Disposal Services, NET PRICE to the St Louis District in the State of Missouri, in care of the District General Services Manager.

	DESCRIPTION	Price
	Preparation/detail of on-road vehicles/equipment, if applicable	
	Preparation/detail of off-road vehicles/equipment, if applicable	
	Marketing/advertising of vehicles/equipment, if applicable	
	Fee for transporting on-road vehicles/equipment to auction facility	
	Fee for transporting off-road vehicles/equipment to auction facility	
	Fee for combination Internet/Live Auction, if applicable	
	Fee for condition reports for sales at auction facility sites	
	Commission fee for on-road vehicles/equipment	
	Commission fee for off-road vehicles/equipment	
	Please list any bidder-recommended options relevant to this operation. Use additional sheets if necessary.	
Option 1		
Option 2		
Option 3		

Please submit a complete list of duties/services with detailed pricing information your company would be willing to provide. Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all duties/services options available in your data book or pricing guides.

% discount off MSRP for all Data Book or Pricing Guide Options: - % Discount_____

VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

Vendor Information

All bidders must furnish ALL applicable information requested below

Vendor Name/Mailing Address:	Vendor Contact Information (including area codes):			
	Phone #:			
	Cellular #:			
Email Address:	Fax #:			
Printed Name of Responsible Officer or Employee:	Signature:			
For Corporations - State in which incorporated:	For Others - State of domicile:			
If the address listed in the Vendor Name/Mailing Address block a	above is not located in the State of Missouri, list the address of			
Missouri offices or places of business:	above to not located in the state of whose an, not the address of			
 If additional space is required, please attach an additional sheet and	identify it as Addresses of Missouri Offices or Places of Business.			
M/WBE INFORMATION: List all certified Minority or Women Bu	siness Enterprises (M/WBE) utilized in the fulfillment of this bid.			
Include percentages for subcontractors and identify the M/WBE	certifying agency:			
M/WBE Name Percenta	ge of Contract M/WBE Certifying Agency			
 If additional space is required, please attach an additional sheet and	identify it as M/WBE Information			
Prefere	ence Certification			
	applicable information requested below			
GOODS/PRODUCTS MANUFACTURED OR PRODUCED IN U	SA: If any or all of the goods or products offered in the attached bid			
which the bidder proposes to supply to the MHTC are not manuf	factured or produced in the "United States", or imported in accordance			
with a qualifying treaty, law, agreement, or regulation, list below, where each good or product is manufactured or produced.	by item or item number, the country other than the United States			
	tion Where Item is Manufactured or Produced			
If additional space is required, please attach an additional sheet	and identify it as Location Products are Manufactured or Produced.			
MISSOURI SERVICE-DISABLED VETERAN BUSINESS: Pleas	se complete the following if applicable. Additional information may be			
requested if preference is applicable. See below definitions for q				
Service-Disabled Veteran is defined as any individual who is di the administration of veterans' affairs.	sabled as certified by the appropriate federal agency responsible for			
	oncern:			
Service-Disabled Veteran Business is defined as a business concern: a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly				
	the stock of which is owned by one or more service-disabled veterans;			
and				
b. The management and daily business operations of which	•			
<u>Veteran Information</u>	Business Information			
Service-Disabled Veteran's Name (Please Print)	Service-Disabled Veteran Business Name			
Ormitae Disabled Video de Circultura	Mineral Address of Ormins Division Divi			
Service-Disabled Veteran's Signature	Missouri Address of Service Disabled Veteran Business			

NOTICE OF COOPERATIVE PURCHASING

MODOT IS INTERESTED IN ASSISTING MISSOURI GOVERNMENTAL ENTITIES, ETC. IN PURCHASING EQUIPMENT, VARIOUS MATERIALS, AND SUPPLIES THAT MEET THE MISSOURI DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.

Each bidder is asked to indicate below whether they would be willing to offer vehicle/equipment disposal duties listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to MoDOT.

It is understood MoDOT will not issue purchase orders, accept delivery nor make payment for these items ordered by any of these agencies. It is further understood the price is based on the vehicle/equipment disposal duties meeting MoDOT specifications. Any added options, deletions, or extra freight costs would be negotiated between the local agency and the successful vendor.

Indicate below whether your company is willing to offer such cooperative purchasing for Missouri counties, cities or other political entities. If the price varies throughout the state on MoDOT bids because of different delivery destinations, please indicate the price F.O.B. your location that would be offered as described. F.O.B. Location Indicate the deadline date that orders will be accepted. COMPANY NAME E-MAIL PHONE NUMBER

ANTI-COLLUSION STATEMENT

STATE OF))
COUNTY OF) SS.
	being first
duly sworn, deposes and says that he isTit	le of Person Signing
of	
Na	me of Bidder
person, firm, association, or corporation making said	d for the above project are true and correct; and that the bidder (The d bid) has not, either directly or indirectly, entered into any agreement, ny action in restraint of free competitive bidding in connection with acceptance.
Affiant further certifies that bidder is not financiall above project.	ly interested in, or financially affiliated with, any other bidder for the
	By
	Ву
	By
Sworn to before me this day of	, 20
	Notary Public
My Commission Expires	<u> </u>

ANNUAL WORKER ELIGIBILITY VERIFICATION AFFIDAVIT

(For joint ventures, a separate affidavit is required for each business entity)

STATE OF)	
COUNTY OF) ss	
On the day of,	20, before me appeared, personally
known to me or proved to me on the basis of satis	Affiant name factory evidence to be a person whose name is subscribed to this affidavit, who
known to the of proved to the off the basis of sails.	ractory evidence to be a person whose name is subscribed to this arridavit, who
being by me duly sworn, stated as follows:	
• I, the Affiant, am of sound mind,	capable of making this affidavit, and personally certify the facts herein stated, as
required by Section 285.530, RSMo, to enter into an	ny contract agreement with the state to perform any job, task, employment, labor
personal services, or any other activity for which con	mpensation is provided, expected, or due, including but not limited to all activities
conducted by business entities.	
• I, the Affiant, am the	of, and I am duly authorized business name
directed, and/or empowered to act officially and prop	perly on behalf of this business entity.
• I, the Affiant, hereby affirm and	warrant that the aforementioned business entity is enrolled in a federal work
authorization program operated by the United States	s Department of Homeland Security, and the aforementioned business entity shall
participate in said program to verify the employme	nt eligibility of newly hired employees working in connection with any services
contracted by the Missouri Highways and Transpor	tation Commission (MHTC). I have attached documentation to this affidavit to
evidence enrollment/participation by the aforement	tioned business entity in a federal work authorization program, as required by
Section 285.530, RSMo.	
• I, the Affiant, also hereby affirm	n and warrant that the aforementioned business entity does not and shall no
knowingly employ, in connection with any services	contracted by MHTC, any alien who does not have the legal right or authorization
under federal law to work in the United States, as de-	fined in 8 U.S.C. § 1324a(h)(3).
• I, the Affiant, am aware and recog	gnize that, unless certain contract and affidavit conditions are satisfied pursuant to
Section 285.530, RSMo, the aforementioned busine	ess entity may be held liable under Sections 285.525 though 285.550, RSMo, for
subcontractors that knowingly employ or continue to	employ any unauthorized alien to work within the state of Missouri.
• I, the Affiant, acknowledge that I	am signing this affidavit as a free act and deed of the aforementioned business
entity and not under duress.	
	Affiant Signature
Subscribed and sworn to before me in	,, the day and year first above-written.
	city (or county) state
My commission expires:	Notary Public
wiy commission expires.	

[Documentation of enrollment/participation in a federal work authorization program to be attached]

APPLICANT AFFIDAVIT FOR SOLE-PROPRIETORSHIP OR PARTNERSHIP

(a separate affidavit is required for each owner and general partner)

STATE OF)		
STATE OF COUNTY OF) ss _)		
On this	day of		, 20	
personally known to	me or proved	d to me on the basi	s of satisfactory	evidence to be the person whose name is subscribed to the within
instruments, who bei	ng by me dul	y sworn, deposed a	as follows:	
My name is			, and	l I am of sound mind, capable of making this affidavit, and
personally certify the	e facts herein	ı stated, as require	d by Section 20	8.009, RSMo, for failure to provide affirmative proof of lawful
presence in the Unit	ed States of A	America:		
I am the		of		, which is applying for a public benefit (grant, contract,
and/or loan) adminis	owner or partner tered/provide	: ed by the Missouri	Highways and	Transportation Commission (MHTC), acting by and through the
Missouri Department	of Transpor	tation (MoDOT).		
I am classifi	ed by the Un	ited States of Ame	rica as: (chec	k the applicable box)
	□ a Unite	ed States citizen.		
	an alie	n lawfully admitted	d for permanent	residence.
I am aware	that Missouri	law provides that	any person who	obtains any public benefit by means of a willfully false statement
or representation, or	by willful co	ncealment or failur	e to report any f	act or event required to be reported, or by other fraudulent device,
shall be guilty of the	crime of stea	aling pursuant to So	ection 570.030,	RSMo, which is a Class C felony for stolen public benefits valued
between \$500 and \$2	25,000 (punis	hable by a term of	imprisonment n	ot to exceed 7 years and/or a fine not more than \$5,000 - Sections
558.011 and 560.011	, RSMo), an	d is a Class B felo	ony for stolen pu	ablic benefits valued at \$25,000 or more (punishable by a term of
imprisonment not les	s than 5 year	s and not to exceed	l 15 years – Sect	tion 558.011, RSMo).
I recognize	that, upon p	roper submission of	of this sworn af	fidavit, I will only be eligible for temporary public benefits until
such time as my lawf	ful presence i	n the United States	is determined,	or as otherwise provided by Section 208.009, RSMo.
I understand	d that Misso	uri law requires M	MHTC/MoDOT	to provide assistance in obtaining appropriate documentation to
prove citizenship or l	lawful preser	nce in the United S	tates, and I agre	e to submit any requests for such assistance to MHTC/MoDOT in
writing.				
I acknowled	ge that I am	signing this affiday	vit as a free act a	and deed and not under duress.
Affiant Sign	ature			Affiant's Social Security Number or applicable Federal Identification Number
Subscribed a	and sworn to	before me this	day of	, 20
My commis	sion expires:			Notary Public